



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
2000 NAVY PENTAGON
WASHINGTON, DC 20350-2000

OPNAVINST 1120.12A
N131
12 Apr 2016

OPNAV INSTRUCTION 1120.12A

From: Chief of Naval Operations

Subj: APPOINTMENT OF LIMITED DUTY OFFICERS AND CHIEF WARRANT
OFFICERS IN THE NAVY RESERVE

Ref: (a) 10 U.S.C.
(b) OPNAVINST 1420.1B

Encl: (1) Regulations to Govern the Procurement and Appointment
of Permanent Limited Duty Officers for Duty in the
Navy Reserve Under Section 12201, Title 10, U.S.C.
(2) Regulations to Govern the Procurement and Appointment
of Permanent Chief Warrant Officers (CWO) for Duty in
the Navy Reserve Under Section 12241, Title 10,
U.S.C.

1. Purpose. To prescribe regulations governing the procurement and appointment of limited duty officers (LDO) and chief warrant officers (CWO) for duty in the Navy Reserve, per references (a) and (b). Major changes include modification to time in qualifying service allowed for applicants and expanded guidance for commanding officer (CO) endorsements for appointments. This instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation. OPNAVINST 1120.12.

3. Discussion. The Navy Reserve has demonstrated mobilization requirements for LDOs who serve and are developed as officer technical managers and CWOs who serve and are developed as officer technical specialists. The LDO and CWO programs within the Navy Reserve do not require a college education.

a. The Navy Reserve LDO Program provides opportunity for selected CWOs and senior enlisted personnel to receive appointments as commissioned officers designated for limited duty in the broad occupational field indicated by their former warrant or enlisted rating group.

b. The Navy Reserve CWO Program provides an opportunity for selected senior enlisted personnel to receive appointments as CWOs for the performance of duties in a technical field indicated by their former enlisted rating group.

4. Action. The Chief of Naval Personnel (CHNAVPERS) is assigned the responsibility for implementing enclosures (1) and (2). Commander, Navy Personnel Command (COMNAVPERSCOM) will convene selection boards to consider qualified applicants for LDO and CWO. COMNAVPERSCOM will prepare selection board precepts with appropriate skill guidance at least 30 days prior to the recommended convening dates for these boards.

5. Records Management. Records created as a result of this instruction, regardless of media or format, must be managed per Secretary of the Navy Manual (SECNAV) 5210.1 of January 2012.

6. Forms and Information Management Control

a. OPNAV 1420/1 Officer Programs Application is available for download from Naval Forms OnLine:
<https://navalforms.documentservices.dla.mil/web/public/home>.

b. Reporting and data requirements contained in enclosure (1), paragraph 10, and enclosure (2), paragraph 8, are exempt from information management control per SECNAV Manual 5214.1 of December 2005, part IV, subparagraph 7k.



W. F. MORAN
Deputy Chief of Naval Operations
(Manpower, Personnel, Training
and Education)

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REGULATIONS TO GOVERN THE PROCUREMENT AND APPOINTMENT OF
PERMANENT LIMITED DUTY OFFICERS FOR DUTY IN THE NAVY RESERVE
UNDER SECTION 12201, TITLE 10, U.S.C.

1. General. The Navy Reserve LDO Program provides opportunity for selected CWOs and senior enlisted personnel to receive appointments in grades above CWO, for performance of their duties in a broad occupational field indicated by their former warrant or enlisted rating group. LDOs are technically oriented officers performing duties which:

- a. Are limited to specific occupational fields;
- b. Require authority and responsibility greater than that normally expected of a CWO;
- c. Require strong managerial skills; and
- d. Are outside the normal development pattern for unrestricted line, restricted line, and staff corps officers or for which no unrestricted line, restricted line, or staff corps officers are available.

2. Definitions. The definitions in this paragraph, unless otherwise qualified, apply throughout this enclosure.

a. LDO. Officers designated for limited duty in a line technical field or designated for limited duty within a staff corps as indicated by their designator.

b. In-Service Procurement Selection Board. A board of commissioned officers convened by COMNAVPERSCOM to recommend applicants for appointment as an LDO in the Navy Reserve.

c. Years of Qualifying Service. Service as credited per reference (a), section 12732. For the purpose of these regulations, service in a component of the Navy (i.e., Navy, Marine Corps, or the Coast Guard when it is operating as a Service in the Navy) may be credited, as well as, qualifying service in the Army, Air Force, or Coast Guard (when not operating as part of the Navy) as a critical skill needed by the Navy as determined by CHNAVPER.

3. Eligibility Requirements. To be eligible to apply for the Navy Reserve LDO Program, and subsequent appointment as an LDO in the U.S. Navy Reserve, applicants must meet the requirements outlined in subparagraphs 3a through 3m.

a. Be a citizen of the United States.

b. Except as authorized under paragraph 5, be serving in a Ready Reserve drilling unit in a pay or non-pay status at the time of application and have served satisfactorily in such a unit for at least 1 year at the time application is made. Members serving under active duty Navy enlistments and who enlist in the Ready Reserve with assignment to a drilling unit within 90 days following release from active duty need not complete the prescribed 1 year in the drilling unit.

c. Except as authorized under paragraph 5, continue serving in a Ready Reserve unit until the appointment is tendered.

d. Be a high school graduate or possess the Service-accepted equivalent as prescribed by existing directives.

e. Have no record of conviction by a general, special, or summary Courts-Martial, nor have been convicted by a civil court for any offense, other than minor traffic violations, for the 3-year period immediately preceding 1 October of the year application is made. For purposes of this subparagraph, driving under the influence (DUI) violations are considered major traffic violations.

f. Meet requisite physical standards for appointment as LDO prescribed by the Manual of the Medical Department, chapter 15. Selectees who fail to meet the minimum physical standards for appointment may be appointed upon recommendation of the Chief, Bureau of Medicine and Surgery (BUMED) and waiver of the standard(s) by COMNAVPERSCOM, acting for CHNAVPERS.

g. Meet physical fitness standards as prescribed in OPNAVINST 6110.1J.

h. Be of good moral character and of unquestioned loyalty to the United States as determined by interview and investigation.

i. Under the policy set out in current directives, must not be drug or alcohol dependent, presently abuse drugs or alcohol, show any indication of proclivity to continue to abuse in the service if any pre-service abuse of drugs or alcohol occurred, or have a record of any trafficking offenses.

j. Must be able to serve at least 6 years of service as an officer and complete 20 years of qualifying service prior to age 62.

k. Must not reach or exceed established high year tenure for their present pay grade within the calendar year the application is submitted.

l. Be recommended for appointment by the CO. The CO's endorsement must contain the following statement: "Applicant meets all requirements outlined in OPNAVINST 1420.1B, OPNAVINST 1120.12A, and the physical fitness standards of OPNAVINST 6110.1J." Additionally, the CO's endorsement should comment on how the applicant supports Navy ethos. It is recommended the exact words "Navy Ethos" are included in the CO's endorsement.

m. Per reference (b), members must have completed at least 8, but no more than 14, years of qualifying service as of 1 October of the fiscal year for which the application is submitted. Time in service waivers will be considered on a case-by-case basis by the Bureau of Naval Personnel, Head Reserve Officer Community Manager (BUPERS-318).

4. CWO Eligibility. In addition to the requirements specified in paragraph 3, CWO applicants for the Navy Reserve LDO Program must also meet the requirements in subparagraphs 4a and 4b.

a. Be serving as a CWO.

b. Have completed at least 2 years of qualifying service as a CWO as of 1 October of the year application is made. Such service must be computed from the initial date of rank as CWO.

5. Enlisted Eligibility. In addition to the requirements specified in paragraph 3, enlisted applicants for the Navy Reserve LDO Program must also meet the requirements outlined in subparagraphs 5a and 5b.

a. Be serving as a first class petty officer (E-6) or chief petty officer (E-7 or E-8). Applicants serving as an E-6 must have served in that grade for at least 1 year as of 1 October of the year application is made. Such service must be computed from the time in rate date for advancement to E-6.

b. Complete eligibility requirements for next pay grade, except time in rate. E-6 applicants must compete in the Navywide examination for advancement to E-7. An applicant whose final multiple is equal to, or greater than, the minimum final multiple for E-7 selection board eligibility will be designated selection board eligible.

6. Full-Time Support (FTS) Personnel. Navy Reservists on active duty in the FTS program are eligible for appointment to LDO under the active duty LDO program. Reserve canvasser recruiters, members on active duty for special work (ADSW), 1-year recall, mobilization, and Reservists on annual training (AT) or active duty for training (ADT) are eligible to apply under the Navy Reserve LDO Program. Reserve canvasser recruiters and members on ADSW, mobilization, and 1-year recall will be released from active duty 30 days prior to appointment as LDOs.

7. Application. Eligible candidates desiring an LDO commission must complete OPNAV 1420/1 Officer Programs Application and submit it via their chain of command. Navy Personnel Command (NAVPERSCOM) must receive applications as outlined in subparagraphs 7a through 7e.

a. Applications for reserve LDO must be forwarded following the instructions specified in the announcing naval administrative message (NAVADMIN). Addenda must be forwarded (via unit CO) and be postmarked no later than specified in the announcing NAVADMIN.

b. Candidates eligible for both programs may be considered in the same fiscal year for both the Navy Reserve LDO Program and the Navy Reserve CWO Program.

c. Candidates may apply for up to two designators for which they are qualified. The designator(s) must be listed in the

order of preference. Candidates requesting consideration for both LDO and CWO programs may apply for only one designator under each program.

d. All applicants must include a statement agreeing to further service, as follows: "I, (NAME), if selected for permanent appointment under the Navy Reserve LDO Program, agree to accept such appointment and further agree to remain in the Ready Reserve for a period of 3 years after I accept such appointment."

e. Additional application procedures are delineated in reference (b).

8. LDO Designators

a. Submarine

- (1) 623X Engineering and Repair
- (2) 626X Ordnance
- (3) 628X Electronics
- (4) 629X Communications

b. Aviation. 633X Maintenance.

c. Services. 641X Administration.

d. Staff. 653X Civil Engineer Corps

e. Information Warfare Community

- (1) 682X Information Professional
- (2) 683X Intelligence

f. Expeditionary. 649X Security.

9. Boards to Recommend Applicants for Appointments as LDO

a. Appointment as an LDO will be made only upon approval of a report submitted by a board of officers appointed by CHNAVPERS to recommend eligible personnel for such appointments.

b. Selection boards will be composed of sufficient numbers and kinds of Navy officers to ensure representation on the board with extensive and broad naval experience. The membership of the board must include at least one officer with expertise in each technical field for which an applicant before the board has applied. The board president may establish internal panels of board members for the purpose of selecting applicants for the LDO program. CHNAVPERS may propose, modify, or augment the membership of the board as may be necessary to provide sufficient officers to enable the president of the board to establish internal panels. As a minimum, each such panel must consist of the board president, a member with expertise in the technical field being considered, at least one unrestricted line officer, and a reserve officer.

c. Members of the board must swear, or affirm they will, without prejudice, or partiality, and having in view both the special fairness of officers and the efficiency of the Navy Service, perform the duties imposed upon them.

d. Each board may recommend for appointment as an LDO, eligible personnel in numbers not to exceed the numbers furnished by CHNAVPERS. The board, however, is not obligated to select to the numbers provided.

e. Each board must consider eligible candidates for appointment in the designator(s) that the candidates have requested. If a candidate requests consideration in more than one designator, the board may recommend the individual for appointment only in the designator for which best qualified.

10. Board Reports. Each board must submit one or more written reports signed by all acting members. Each report must certify that in the opinion of at least a majority of the members acting in a given case, the candidates recommended are qualified for appointment as LDOs and are best qualified for appointment in the designator(s) for which they are recommended above all the

candidates under consideration. Each report must be submitted to CHNAVPERS for approval, disapproval, in whole or in part.

11. Disclosure of Board Proceedings and Recommendations. The proceedings of the board and, prior to their approval, the recommendations of the board must not be divulged by any member of the board or by the recorders except as authorized by CHNAVPERS.

12. Appointment. The appointment of each selected physically qualified candidate will be in the grade indicated in subparagraphs 12a through 12c.

a. CWO candidates, with at least 2 years of qualifying service as a CWO, will be appointed to the permanent grade of lieutenant junior grade (O-2) in the Navy Reserve under reference (a), section 12201.

b. Enlisted candidates will be appointed in the permanent grade of ensign (O-1) in the Navy Reserve under reference (a), section 12201. Written declination of an appointment is final upon receipt by NAVPERSCOM, Reserve Office Status Branch (PERS-911).

c. Officers who hold permanent appointments may not revert to enlisted status.

13. Date of Rank. Each appointee will be assigned a date of rank in the grade to which appointed as prescribed by CHNAVPERS. No service credit for prior warrant or commissioned service will be awarded.

14. Waivers of Eligibility Requirements. Under authority delegated by CHNAVPERS, BUPERS-318 will consider requests for waiver of any eligibility requirement contained in paragraph 3, except those established by statute, in the instances outlined in subparagraphs 14a through 14c.

a. For a definable class of individuals which is rationally distinguishable on grounds related to the needs of the Navy, from those persons for whom no exception is made by regulations or statute.

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b. When gross inequity to the applicant would otherwise result.

c. When extraordinary circumstances cause such a waiver to be in the best interest of the Naval Service.

REGULATIONS TO GOVERN THE PROCUREMENT AND APPOINTMENT OF
PERMANENT CHIEF WARRANT OFFICERS (CWO) FOR DUTY IN THE NAVY
RESERVE UNDER SECTION 12241, TITLE 10, U.S.C.

1. General. The Navy Reserve CWO Program provides an opportunity for selected senior enlisted personnel to receive appointments as commissioned CWOs for the performance of duties in the technical field indicated by their former enlisted rating group.

a. CWOs are technical officer specialists who perform duties which:

(1) Require extensive knowledge of a specific occupational field;

(2) Are technically oriented through experience and specialized training;

(3) Are repetitive in nature; and

(4) Whose assignability is not significantly affected by advancement in rank and who are, therefore, amenable to successive tours of duty in the same technical area.

b. The CWO provides technical expertise at a relatively stable grade level in the officer structure. Consequently, development of CWOs must emphasize increasing their technical competence within their warrant specialties.

2. Definitions. The definitions in this paragraph, unless otherwise qualified, apply throughout this enclosure.

a. In-Service Procurement Selection Board. A board of commissioned officers convened by CHNAVPERS to recommend applicants for appointment to CWO-2 and CWO-3 in the Navy Reserve.

b. Years of Qualifying Service. Service as credited per reference (a), section 12732. For the purpose of these regulations, service in a component of the Navy (i.e., Navy, Marine Corps, or the Coast Guard when it is operating as a Service in the Navy) may be credited, as well as, qualifying

service in the Army, Air Force, or Coast guard (when not operating as part of the Navy) as a critical skill needed by the Navy as determined by CHNAVPERS.

3. Eligibility Requirements. To be eligible to apply for the Navy Reserve CWO Program, and subsequent appointment as a CWO in the Navy Reserve, applicants must meet the requirements in subparagraphs 3a through 3n.

- a. Be a citizen of the United States.
- b. Except as authorized under paragraph 4, be serving in a Ready Reserve drilling unit in a pay or non-pay status at the time of application and have served satisfactorily in such a unit for at least 1 year at the time application is made. Members who were serving under active duty Navy enlistments and enlist in the Ready Reserve with assignment to a drilling unit within 90 days following release from active duty need not complete the prescribed 1 year in the drilling unit.
- c. Be serving as a chief petty officer in pay grade E-7, E-8, or E-9.
- d. Complete all eligibility requirements for next pay grade, except time in rate.
- e. Personnel in paygrade E-9 must have completed at least 2 years of qualifying service in pay grade E-9 as of 1 October of the year in which the board convenes to be considered for appointment to CWO-3. Such service must be computed from the time in rate date as a master chief petty officer.
- f. Except as authorized under paragraph 4, continue serving in a Ready Reserve drilling unit until appointment tendered.
- g. Be a high school graduate or possess the service-accepted equivalent as prescribed by existing directives.
- h. Have no record of conviction by a general, special, or summary Courts-Martial, nor have been convicted by a civil court for any offense, other than minor traffic violations, for the 3-year period immediately preceding 1 October of the year application is made. For purposes of this subparagraph, DUI violations are considered major traffic violations.

i. Per reference (b), members must have completed at least 14, but no more than 20, years of qualifying service as of 1 October of the fiscal year for which the application is submitted. Time in service waivers will be considered on a case-by-case basis by BUPERS-318. Additionally, all applicants must be able to complete 20 years of qualifying service prior to age 62.

j. Meet requisite physical standards for appointment as CWO prescribed by the Manual of the Medical Department, chapter 15. Selectees who fail to meet the minimum physical standards for appointment may be appointed upon recommendation of the Chief, BUMED, and waiver of the standard(s) by COMNAVPERSCOM, acting for CHNAVPERS.

k. Be of good moral character and of unquestioned loyalty to the United States as determined by interview and investigation.

l. Under the policy set out in current directives, must not be drug or alcohol dependent, presently abuse drugs or alcohol, show any indication of proclivity to continue to abuse in the service if any pre-service abuse of drugs or alcohol occurred, or have a record of any trafficking offenses.

m. Must not reach or exceed established high year tenure for their present pay grade within the calendar year the application is submitted.

n. Be recommended for appointment by the CO. The CO's endorsement must contain the following statement: "Applicant meets all requirements outlined in OPNAVINST 1420.1B, OPNAVINST 1120.12A, and the physical fitness standards of OPNAVINST 6110.1J." Additionally, the CO's endorsement should comment on how the applicant supports Navy ethos. It is recommended the exact words "Navy Ethos" are included in the CO's endorsement.

4. Active Duty Personnel. Navy Reservists on active duty, including Navy Reservists in the FTS program, are eligible for appointment to CWO grade under the active duty CWO program. Reserve canvasser recruiters, members on ADSW, 1-year recall, mobilization, and Reservists on AT or ADT are eligible to apply under the Navy Reserve CWO program. Reserve canvasser

recruiters, members on ADSW, mobilization, and 1-year recall will be released from active duty 30 days prior to appointment as CWOs.

5. Application. Eligible candidates desiring a CWO commission must complete OPNAV 1420/1 requesting appointment as a CWO-2 or CWO-3, as appropriate, and submit it via their chain of command. NAVPERSCOM must receive applications as outlined in subparagraphs 5a through 5e.

a. Applications for reserve CWO must be forwarded following the instructions specified in the announcing NAVADMIN. Addenda must be forwarded (via unit CO) and be postmarked no later than specified in the announcing NAVADMIN.

b. Candidates eligible for both programs may be considered in the same fiscal year for both the Navy Reserve LDO Program and the Navy Reserve CWO Program.

c. Candidates may apply for up to two designators for which they are qualified. The designator(s) must be listed in the order of preference. Candidates requesting consideration for both LDO and CWO programs may apply for only one designator under each program.

d. All applicants must include a statement agreeing to further service, as follows: "I, (NAME), if selected for permanent appointment under the Navy Reserve CWO Program, agree to accept such appointment and further agree to remain in the Ready Reserve for a period of 6 years after I accept such appointment."

e. Additional application procedures are delineated in reference (b).

6. CWO Designators

a. Surface

(1) 711X Boatswain

(2) 712X Operations Technician

(3) 713X Engineering Technician

(4) 716X Ordnance Technician

b. Expeditionary

(1) 715X Special Warfare Technician

(2) 717X Combat Craft Technician

c. Information Warfare Community

(1) 781X Cryptologic Warfare Technician

(2) 782X Information Systems Technician

(3) 783X Intelligence Technician

7. Boards to Recommend Applicants for Appointments as CWO

a. Appointment as a CWO will be made only upon approval of a report submitted by a board of officers appointed by CHNAVPERS to recommend eligible personnel for such appointments.

b. Selection boards will be composed of sufficient numbers and kinds of Navy officers to ensure representation on the board with extensive and broad naval experience. The membership of the board must include at least one officer with expertise in each technical field for which an applicant before the board has applied. The board president may establish internal panels of board members for the purpose of selecting applicants for the CWO program. CHNAVPERS may propose, modify, or augment the membership of the board as may be necessary to provide sufficient officers to enable the president of the board to establish internal panels. As a minimum, each such panel must consist of the board president, a member with expertise in the technical field being considered, at least one unrestricted line officer, and a reserve officer.

c. Members of the board must swear, or affirm they will, without prejudice, or partiality, and having in view both the special fitness of officers and the efficiency of the Navy Service, perform the duties imposed upon them.

d. Each board may recommend for appointment as a CWO, eligible personnel in numbers not to exceed the numbers furnished by CHNAVPERS. The board, however, is not obligated to select to the numbers provided.

e. Each board must consider eligible candidates for appointment in the designator(s) that the candidates have requested. If a candidate requests consideration in more than one designator, the board may recommend the individual for appointment only in the designator for which best qualified.

8. Board Reports. Each board must submit one or more written reports signed by all acting members. Each report must certify that in the opinion of at least a majority of the members acting in a given case, the candidates recommended are qualified for appointment as CWOs and are best qualified for appointment in the designators for which recommended of all the candidates under consideration. Each report must be submitted to CHNAVPERS for approval, disapproval, in whole or in part.

9. Disclosure of Board Proceedings and Recommendations. The proceedings of the board and, prior to their approval, the recommendations of the board must not be divulged by any member of the board or by the recorders except as authorized by CHNAVPERS.

10. Appointment. The appointment of each selected physically qualified candidate will be in the grade indicated. Personnel in paygrade E-9 who have completed at least 2 years' time in rate as of 1 October of the year in which the board convenes will be appointed in the permanent grade of CWO-3 in the Navy Reserve under reference (a), section 12241.

11. Date of Rank. Each appointee will be assigned a date of rank in the grade to which appointed as prescribed by CHNAVPERS.

12. Waivers of Eligibility Requirements. Under authority delegated by CHNAVPERS, BUPERS-318 will consider requests for waiver of any eligibility requirement contained in paragraph 3, except those established by statute, in the instances in subparagraphs 12a through 12c.

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a. For a definable class of individuals which is rationally distinguishable on grounds related to the needs of the Navy, from those persons for whom no exception is made by regulations or statute.

b. When gross inequity to the applicant would otherwise result.

c. When extraordinary circumstances cause such a waiver to be in the best interest of the Naval Service.